

STATE OF CALIFORNIA  
CALIFORNIA TRADE AND COMMERCE AGENCY

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affirmation, age, or sexual orientation.



**CLASSIFICATION:** *Research Program Specialist I* (2 yr. limited term)  
(May be converted to FT/P pending BCP approval)  
*Salary Range \$4,136 - \$5,027*

**DATE:** August 10, 2000

**LOCATION:** Division of Science, Technology and Innovation

**FILING DEADLINE:** August 24, 2000 or until filled

**JOB DUTIES:** The Research Program Specialist I (General) (RPS I) for the California Trade and Commerce Agency plans, implements, and evaluates projects in areas promoting technology driven economic growth, the State of California's New Economy Initiatives, small business assistance activities, and access to technology. Emphasis will be placed on companies that supply services and products to the air and space industry.

The Research Program Specialist leads interagency and intergovernmental workgroups in planning projects and partners to ensure a technology driven economy for all Californians. Incumbents must be familiar with research methods, techniques, and results-based accountability. Incumbents consult with, and provide expert advice to, research and program staff in a variety of public, private, and academic organizations. Incumbents advise agency staff, departmental and legislative staff, and others on research studies and findings. The responsibilities for the position of the Research Program Specialist I are described as follows:

- Facilitate the formation of joint, value-added, State/federal/academic/private sector partnerships, and alliances to maximize the business creation potential of California's technological assets through funding, initiatives, and infrastructure development in critical areas not currently served by others.
- Help provide leadership and coordination to statewide organizations involved in promoting, facilitating, or assisting small businesses, manufacturers for entrepreneurs throughout the State.
- Work with the various non-profits under contract with the Division of Science, Technology and Innovation to meet stated objectives, milestones within budget, with deviations acknowledged in a timely fashion.

**KNOWLEDGE AND SKILLS REQUIRED:**

Knowledge of:

- Research methods and techniques;
- Statistical and other methods used in the analysis and projection of data;
- Survey methods and/or data collection;
- Data base design;
- Statistical software applications;
- Statistical sampling concepts; and
- Current research in systems integration, comprehensive community initiatives, and results-based accountability methods.

Ability to:

- Communicate effectively to individuals and groups related to the area of research;
- Consult with and advise administrators and other non-research parties on complex research topics;
- Analyze and make recommendations;
- Prepare and present technical reports;
- Establish and maintain effective working relationships with individuals contacted in the course of the assignments;
- Make effective presentations to a wide variety of individuals in order to carry out research-related projects; and
- Ability to lead multi-disciplinary work teams engaged in complex research and evaluation projects.

**DESIRABLE QUALIFICATIONS:**

- Public policy knowledge or experience and expertise in forming partnerships between private/public, local, regional, state, or federal entities to accomplish the State's mission;
- Interest in or experience with data base design, statistical research, entrepreneurship, science or technology, small business assistance, digital divide/access, small manufacturing, e-commerce/internet; and
- Education: Graduation from college with any major but with extensive course work in Economics, the Sciences or Engineering, Business, Public Policy, Public Administration or a related research-oriented field.

**SROA AND SURPLUS EMPLOYEES ENCOURAGED TO APPLY**

Contact: Carol Harrison

Phone: (916) 322-6411

**PLEASE SUBMIT YOUR APPLICATION TO:**  
California Trade and Commerce Agency  
Division of Science, Technology and Innovation  
801 K Street, Suite 1700  
Sacramento, CA 95814  
Attention: Carol Harrison  
**RPA #00-210**